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ATTACHMENT 1

AGENCY NOTICE

EMPLOYER RESPONSIBILITIES IN
THE FIELD OF SECURITY

1. It is my firm belief that this Agency has been fortunate and successful in attracting to it a group of mature men and women who have developed a deep understanding of the purposes and missions we are called upon to perform. Maturity as applied to the field of security means to me a quality of discretion and responsibility which avoids needless discussion of Agency matters and studiously refrains from efforts to learn about sensitive matters without a need to know.

2. What is this "need to know" principle? It means that regardless of an employee's security clearance, he is to be entrusted with no more classified information than he personally requires to perform his assigned tasks. The term "classified information" covers a great deal of territory; so do the words "assigned tasks". For example, large amounts of classified information will be made available to a person taking a training course designed to qualify the individual for an intelligence assignment. Later the same individual will not be permitted to have access to a given document because it has no direct bearing on the individual's assignment. This is not inconsistent and should not be considered as a personal affront. It is simply the application of the principle.

3. This Agency's responsibilities to the country are enormous; conversely the country's confidence in our ability to live up to them is great. Every one of us shares both in the responsibility and in the confidence that goes with it. The size of our individual share necessarily varies--but no one of us can carry all of it.

4. In placing its confidence in us, the country assumes that we are capable of securely performing our tasks. Facts and circumstances are necessarily involved which, even if innocently spread without a shadow of malicious intent, would endanger our mission and place the Government at a disadvantage. Security, therefore, demands that we do our work running the smallest possible risk of compromise--i.e. with the smallest number of people required to succeed. Hence, "need to know".

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5. Knowledge of sensitive operations, reports, and organizational facts must be judiciously restricted. If a part of a job can be done by divulging less than the full story to some of those participating, it must be done this way, and no one may consider himself the less trusted for it. If a sensitive fact is learned by accident, it must be promptly forgotten.

6. What I have stated here can hardly be news to the great majority of our employees. Nevertheless, evidence of insecure and loose talk comes to the Agency's attention all too frequently. The temptation must be resisted of bringing an old associate in an activity up-to-date when his "need to know" has ceased. Gossip and rumors regarding personnel changes not only constitute a security risk but may adversely affect innocent employees. Careful debriefings must be given to all those personnel leaving a sensitive project. All supervisors must recognize their continuing responsibility to remind personnel of the problem of developing security consciousness and of the fact that it must be taken into account when rendering Fitness Reports.

7. The exemplary security record this Agency needs to do its work, in short, requires extraordinary self-discipline. I am confident that all our employees are sufficiently and proudly aware of the position of the Central Intelligence Agency to conduct themselves accordingly. Continuing success will require the wholehearted cooperation of all employees.

SIGNED

C. P. CABELL
Lieutenant General, USAF
Acting Director *CP*

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